

safe and trusted healthcare

A personal membership group of the **American Hospital Association** 

## **ASHRM Professional Recognition Checklist**

FASHRM	DFASHRM	
Application Form   Application Form		
<b>Application Fee*</b> □	<b>Application Fee*</b> □	
<b>Member</b> for at least 5 years □	<b>Member</b> for at least 10 years □	
<b>Designations</b> – minimum of 2	<b>Designations</b> – minimum of 3	
□ CPHRM	□ CPHRM	
☐ Additional Designation	☐ Additional Designation	
	☐ Additional Designation	
Continuing Education Credits	Continuing Education Credits	
Continuing education form complete	☐ Continuing education form complete	
☐ 75 hours	□ 150 hours	
☐ Within past 5 years	☐ Within past 10 years	
□ Copies w/	□ Copies w/	
<ul><li>o Name of program</li><li>o Date of program</li></ul>	O Name of program	
O Date of program O # of contact hours	<ul><li>O Date of program</li><li>O # of contact hours</li></ul>	
o Content code (1-6)	o Content code (1-6)	
Contact hour = 60 minutes of educational	Contact hour = 60 minutes of educational	
experience	experience	
Employment Experience	Employment Experience	
☐ 5 years minimum experience	☐ 10 years minimum experience	
☐ Current job description	☐ Current job description	
☐ 2 letters of reference	☐ 2 letters of reference	
☐ Typed summary of RM experience	☐ Typed summary of RM experience	
(ie: resume or CV) indicating growth	(ie: resume or CV) indicating growth	
of responsibility/authority	of responsibility/authority	
Contributions to the field	Contributions to the field	
ALL REQUIREMENTS in 2 categories	ALL REQUIREMENTS in ALL 3 categories	
<u>Leadership</u>	<u>Leadership</u>	
□ 2 examples totaling 4 years (each at	☐ 2 examples totaling 4 years (each at	
least 1 year in duration)	least 1 year in duration)	
□ W/in past 10 years	□ W/in past 10 years	
☐ Dates of service	☐ Dates of service	
☐ Activities performed	☐ Activities performed	
☐ Written verification of	☐ Written verification of	
title/leadership position held	title/leadership position held	
provided by the organization	provided by the organization	
☐ Examples not work related	☐ Examples not work related	

Publish	ning	Publishing		
	Copy of book chapter (as primary or		Copy of book chapter (as primary or	
	co-author) OR		co-author) OR	
	2 articles published in		2 articles published in	
	journals/periodicals with circulation		journals/periodicals with circulation	
	of 1000 readers or more (as primary		of 1000 readers or more (as primary	
	author of at least one of the		author of at least one of the	
	submissions)		submissions)	
	Published w/in 5 years of date of		Published w/in 5 years of date of	
	application		application	
	Related to the field of risk		Related to the field of risk	
	management		management	
	Articles or book chapters must bear		Articles or book chapters must bear	
	the publication's name and date of		the publication's name and date of	
	publication		publication	
	Publications not work related		Publications not work related	
T		T		
Lecturing		Lecturing		
	2 examples as speaker or faculty for		2 examples as speaker or faculty for	
	risk management programs		risk management programs	
	One must be national/state		One must be national/state	
	One must offer continuing     educational credit		One must offer continuing     educational credit	
	Conducted w/in 5 years of		Conducted w/in 5 years of	
	application		application	
	Documentation verifying purpose or		Documentation verifying purpose or	
	occasion of the presentation		occasion of the presentation	
	(program brochure or		(program brochure or	
	correspondence from program		correspondence from program sponsors)	
	sponsors)		,	
	Presentation is not work related		Presentation is not work related	

## \*Application Fee

(One-time, nonrefundable):

Distinguished Fellow (DFASHRM)

- \$125—First time applicants to designation process
- \$50—Applicants with current FASHRM status

Fellow (FASHRM)

• \$100

Reapplication After One Year

- \$50\*
- \*Unsuccessful applicants who reapply for either designation within 12 months of the decision are exempt from the application fee.